

THE BEACONview

STATE OF NORTH CAROLINA Office of the STATE CONTROLLER



"BEACON represents a new level of partnership across our State. We recognize how important BEACON will be, not just to the Department of Transportation, but for the entire State. We are excited about the opportunity to join forces for a combined system of record for personnel and payroll information."

— Mark Foster, CFO
Department of Transportation

Deployment Group I Agencies (January 2008)

Department of Administration/
Lt. Governor's Office

Department of Correction

Department of Revenue

Department of Transportation

Governor's Office /
Office of State
Budget & Management

Information Technology Services

Office of State Controller

Office of State Personnel

State Board of Elections

** All other agencies are
scheduled to go-live
April 2008.*

PROJECT BRINGS POSITIVE CHANGES FOR STATE EMPLOYEES

The demands placed on the State's human resource departments continue to grow despite limited budgets and staffing. Considering the important and often strategic roles that human resource staff members play, there is limited time for the routine tasks that fall under the management and administration of employee information.


With Employee Self Service (ESS), state employees and human resource practitioners

all win. Beginning in early 2008, state employees included in Group 1 of the BEACON HR/Payroll Project will have the opportunity to handle many of their own human resource transactions.

With minimal training and access to a computer with an internet connection, these state employees will, among other things, be able to use ESS to:

- View and print past and current pay stubs

- View available leave balances
- Enroll in the State Health Plan and for NCFlex benefits during open enrollment periods
- Securely update personal information (e.g. address, phone numbers, dependants)

Ultimately, ESS will offer a user-friendly interface that walks employees through each step of every ESS process. 

CORE USER VOLUNTEER INSTRUCTORS BEGIN TRAINING ACTIVITIES

The BEACON HR/Payroll Project end-user training is set to kick off in early September, and the 75 people from 16 agencies across the State who have volunteered to serve as instructors are right at the center of the training efforts. These instructors, who answered a call from BEACON earlier this year, are currently taking part in extensive training themselves. Beginning in early July and continuing through the first week in

September, the instructors will spend three weeks in classroom training to prepare for the 3,000+ core users that will need training on the new system

The instructors recently completed the first phase of their training, which featured a BEACON orientation, as well as a multi-day workshop on adult learning principles. The next phase, set to begin in early August, will focus on using and understanding the SAP system. Following a half-day overview of the system and how to navigate it, instructors will receive a one-day demonstration of the processes within the system that he/she will be teaching to the core users. They will then be expected to spend 80+ hours in self-directed practice in preparation for the third and final phase of their training.



Some of the more than 70 state employees, who volunteered to become BEACON HR/Payroll Project trainers, participate in the first phase of training in July. For a listing of all participating training volunteers, visit [www.beacon.nc.gov/...](http://www.beacon.nc.gov/)

In the third phase, instructors will participate in "teach back" sessions, in which they will convey the material provided by the BEACON HR/Payroll Project Training Team to groups of other instructors. They will also take a final 2-3 day preparation course in which they will learn the final tools needed to address issues of problems, as well as any

See Training.....Page 2

Training.....from Page 1

final instructions before end-user training begins for Group One agencies in September.

The BEACON HR/Payroll Project Team would like to commend these instructors for the time and effort they are investing to ensure that the system's users are prepared when the system goes live. The Team would also like to thank these individuals' managers and supervisors, as well as their agencies for their continued willingness to allow the instructors to participate in these courses and in the end-user training throughout the remainder of the project.

PROJECT TAKES ROLE-BASED TRAINING APPROACH

Have you ever spent three days in a training class only to find that you only needed the information presented in the morning of the second day? Did you feel like the rest of those days were a waste of your time? You'll be happy to know that when you come to BEACON HR/Payroll system training, your training will be focused exclusively on the information you need to know to do your job.

The BEACON HR/Payroll Project Training Team is designing a role-based training approach. This

means each user will only be trained on the SAP functions that apply to his/her assigned security roles in the system. Your security roles are directly tied to the functions you will need to perform in the system in order to do your job, so you won't have to attend any training that doesn't pertain to your regular duties.

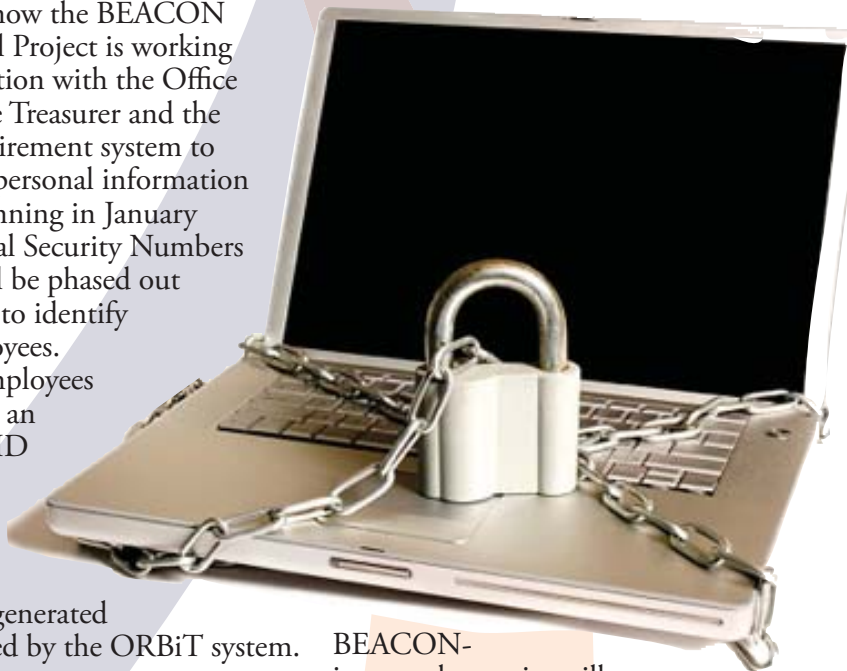
Once security roles have been finalized, core human resource and payroll practitioners from throughout the State will receive training schedules, as well as information about training locations.

PROJECT FOCUSES ON SAFEGUARDING EMPLOYEE DATA

Did you know the BEACON HR/Payroll Project is working in conjunction with the Office of the State Treasurer and the ORBiT retirement system to keep your personal information safer? Beginning in January 2008, Social Security Numbers (SSNs) will be phased out as a means to identify state employees. Instead, employees will receive an Employee ID number that is unique and is randomly generated and assigned by the ORBiT system.

This number will not only serve as your ID number during your active duty as a state employee, but it will also be your means to identify yourself in the retirement system even after you've left state government service or retired.

Employees in Group 1 and Group 2



BEACON-impacted agencies will receive their Employee ID cards in conjunction with their respective go-live dates.

For more information, visit www.beacon.nc.gov or contact BEACON at beacon.comm@ncosc.net.

FOR MORE INFORMATION,
PLEASE CONTACT:

**The BEACON HR/Payroll Change/
Communications Team**

919.431.6523

beacon.comm@ncosc.net

Robert L. Powell

State Controller

919.981.5406

Robert.powell@ncosc.net

Gwen Canady

Chief Deputy State Controller

919.981.5405

Gwen.canady@ncosc.net

Lowell Magee

BEACON Program Director

919.431.6511

Lowell.magee@ncosc.net

STATE OF NORTH CAROLINA
Office of the STATE CONTROLLER

Phone: 919.981.5454

Fax: 919.981.5567

E-mail: beacon@ncosc.net

Web: www.beacon.nc.gov